

Skyward Registration Tutorial : Registration Guide Appendix

Student Registration for 2026-27 Must be Completed by February 10, 2026 at 3:00 PM.

What you will need:

- Skyward Family Access **student Login ID and Password.**
 - Login ID is Firstname.Lastname (i.e. John.Doe)
 - Password is lunch number with an x at the end (i.e. 9999x) or lunch number twice (i.e. 12341234)
 - If you do not have your Login ID and/or Password, please email - debbie.findley@delanoschools.org
 - A parent's Login ID and Password will *not* work.
- You will need your completed grade level Registration Template that identifies the 18 credits and 4 alternate courses you have selected.
 - The Registration Template is available for your grade level in the appendices of the Registration Guide.
 - Information on how to complete the Registration and course selection can be found on the [Guidance and Counseling web page](#). Paper copies of the Template were handed out during advisory. Additional copies will be available in the high school office.

Registration Process:

1. Using a computer, go to the Delano Public School website - www.delano.k12.mn.us

2. Click **Skyward Family Access** in the upper right corner.

3. Enter your Skyward Family Access **student Login ID and Password.**

4. Click on **Schedule** on the left side of the page.

5. Click on **Request Courses for 2026-2027 in Delano High School**

The screenshot shows the Delano Public Schools website. At the top, there is a navigation bar with links for Staff Resources, Skyward Family Access, and a search bar. Below this is a secondary navigation bar with links for District, High School, Intermediate, Elementary, Activities, Community Ed, and PAC. On the right side, there is a dropdown menu with various links. The 'Schedule' link is circled in red. A red arrow points from the 'Schedule' link in the dropdown menu to the 'Request Courses for 2026-2027 in Delano High School' link in the 'Schedule' section of the page.

Schedule

Currently Scheduled Class: Wed Dec 23, 2020 9:33am

Course Requests **now open**

NAME od 02 American History

NAME Request Courses for 2021-2022 in Delano High School

Request Courses for...Interface

The screenshot shows a web interface for requesting courses. At the top, there are tabs for 'Request Courses' and 'Request Alternates'. Below the tabs, there are two main columns: 'Available Courses for 2021-2022' on the left and 'Selected Courses' on the right. The 'Available Courses' column lists various science courses with their credit values and requirements. The 'Selected Courses' column is currently empty, showing 'no courses requested in Delano High School'. At the bottom, there is a search bar with 'Search' and 'Clear' buttons. Annotations with red arrows point to specific features: 'Toggle between Courses and Alternates' points to the tabs; 'Add/Remove Courses buttons' points to the 'Add Course >' and '< Remove Course' buttons; 'Credit Counter – must equal 18 when finished' points to the 'Total Credits: 0.000' display; 'Available courses will appear here!' points to the 'Available Courses' list; 'Selected courses will appear here!' points to the 'Selected Courses' box; and 'Search Bar – enter the number of your desired course and select “search”' points to the search bar.

Request Courses for 2021-2022 in Delano High School

NAME: lano High School) [Request Courses](#) | [Request Alternates](#)

Total Requests/Scheduled: 0 Total Credits: 0.000

Available Courses for 2021-2022

COURSE NUMBER	COURSE NAME	CREDITS	REQUIREMENTS
1003	Physics (SCIENCE)	2.000	Required
1005	CIS Chemistry I Lecture (SCIENCE)	1.500	Required
1006	CIS Chemistry I Lab (SCIENCE)	0.500	Required
1009			
1010			
1012	Physics of Flight (SCIENCE)	1.000	Elective
1015	CIS Chemistry II Lecture (SCIENCE)	1.200	Required
1016	CIS Chemistry II Lab (SCIENCE)	0.800	Required
1017	Field Biology-Fall (SCIENCE)	1.000	Elective

Selected Courses

NAME: no courses requested in Delano High School

Available courses will appear here!

Selected courses will appear here!

Search Bar – enter the number of your desired course and select “search”

Search Clear

Registration Process: (Continued)

6. **Request Courses** are already selected.
7. **Enter the Course Number** for the first course you are requesting into the Search Bar and **click Search**.
8. Verify that the correct course is now in the Available Courses column.
9. Highlight the Course by clicking just to the right of the course name.
10. **Click Add Course** in the middle of the page. Your first course should now be in the Selected Courses column on the right. The credit tracker should also update to the appropriate number of credits in the “Selected Courses” box.
11. **Continue Steps 7-10** for each of your desired courses as indicated on your Grade Level Registration Template. Your **total credits must equal 18**. If there is an incorrect class in the Selected Courses column, click on the course, then **click Remove Course**.
12. When finished with all 18 credits, **click on “Request Alternates”** in the middle of the page.
13. Repeat Steps 7-10 to request 4 alternate courses. (Start with your highest priority alternate!)

Total Requests/Scheduled: 9 Total Alternates: 4 Total Credits: 16.000

Selected Alternate Courses

1	↓	1017	Field Biology-Fall (SCIENCE) 1.000 Credits, Elective
2	↑ ↓	1021	Zoology (SCIENCE) 1.000 Credits, Ele
3	↑ ↓	1035	Genetic Engineering (SCIENCE) 1.000 Credits, Elective
4	↑	1018	Anatomy & Physiology (SCIENCE) 1.000 Credits, Elective
R		1015	CIS Chemistry II Lecture (SCIENCE) 1.200 Credits, Required
R		1016	CIS Chemistry II Lab (SCIENCE) 0.800 Credits, Required
R		1025	Principles of Engineering (SCIENCE) 2.000 Credits, Elective
R		1107	Human Geography (SOCIAL) 2.000 Credits, Required
R		1110	CIS Economics (SOCIAL) 2.000 Credits, Required

Credit Counter = 18

A maximum of 4 Alternate Courses can be assigned.

Annotations:

- Alternates are labeled with a number 1-4 (points to the first four rows of the table)
- Prioritize your alternates using the green arrows (points to the green up/down arrows in the second row)
- Desired courses are labeled with an "R" (points to the "R" in the first column of the last three rows)

When you are finished with Request Courses and Request Alternatives **click the "X"** in the top right corner.

If you exit this page before you finish, follow the steps above to access your registration. On Step 5, you will **click on "View Requests for 2026-2027 in Delano High School"**. Changes can be made until DHS Office Staff close the registration window.

Questions:

If you are having difficulty with this registration process or you are unable to register for a course, call the DHS office 763-972-7601, ext. 1711, 1712, or 1713 or email debbie.findley@delanoschools.org

If you have questions regarding the courses you should be requesting, contact your counselor and/or a member of the DHS administrative team. See below:

Barry Voight - Principal x1701 barry.voight@delanoschools.org

Shane Baughman, Assistant Principal (Grades 10-12) x1702 shane.baughman@delanoschools.org

Steve Schauburger, Assistant Principal (Grades 7-9) x1703 steve.schauburger@delanoschools.org

Ryan Tool, School Counselor (Grades 11 & 12) x1714 ryan.tool@delanoschools.org

Cassidy Phelps, School Counselor (Grades 9 & 10) x1715 cassidy.phelps@delanoschools.org

Jodie Fredrickson, School Counselor (Grades 7 & 8) x1717 jodie.fredrickson@delanoschools.org